

MOU Requirements for Internet Posting

Category	Location
1. Governance and Organizational Management	
1.1 Organization	
Phone numbers and e-mail addresses for the School's principal contacts	click here
Organization chart displaying relationship between the governing board and School leadership, and listing all the names, and if applicable, the credentials held by employees.	need
1.2 Governing Board Establishment	
Articles of Incorporation	click here
Bylaws approved by governing board	click here
Roster/biographies of current board members	click here
1.3 Governing Board Activities	
Calendar of governing board meetings	click here
a description of how parents and community members will be notified of the meetings	
Agendas	click here
Meeting minutes	click here
Brown Act Training: The School will provide Brown Act training to its governing board members and administrative staff prior to the execution of any duties. On the Web site, the School will certify that Brown Act training has been provided to the specified individuals.	click here
1.3 Governing Board Policies and Procedures	
Conflicts of Interest: for the board and the School's employees and contractors	click here
Conflicts of Interest: verification that all board members and School employees have participated in conflict of interest training	need
Internal Fiscal Controls: The School will develop and maintain internal fiscal control policies governing all financial activities. Prior to opening (or as policies are revised), a copy of the School's internal control policies and procedures approved by the School's governing board will be submitted to the CDE. Such policies and procedures are subject to review during site visits to see that they are being implemented.	need
Campus Supervision, including, but not limited to, the supervision of students before and after school, and while on campus, student pick-up, as well as a procedure for visitors to enter and leave the campus.	click here
	click here
	click here
Discipline Policies, including, but not limited to, lists of the offenses for which students may (and must) be suspended or expelled, the procedures for suspension or expulsion, procedures by which parents and students will be informed about reasons for suspension or expulsion, and of their due process rights in regard to either disciplinary action.	click here
Parent/Student Handbook, including, at a minimum, detailed expectations for student attendance, behavior, and discipline, as well as policies and consequences for bullying and harassment, due process rights related to discipline (including suspension, expulsion, and special education), and a description of both informal and formal complaint procedures that parents may pursue in the event of disagreements. In addition to the Internet posting, the School will provide a hardcopy of the parent/student handbook to each family at the beginning of each school year.	need
A copy of the health, safety, and emergency plan for students and employees.	click here

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Evidence that staff has been trained in health, safety, and emergency procedures.	need
A calendar of emergency drills for students.	click here
Notice to Parents/Guardians: At all times it is operational, the School will have posted on the Internet information concerning the rights of parents and guardians under the federal No Child Left Behind (NCLB) and the Family Educational Rights and Privacy Acts (FERPA), and will update the posting as quickly as possible whenever the information changes. The School will also provide a hardcopy of the information to each family at the beginning of each school year.	need
Family Educational Rights and Privacy Act (FERPA): The School, its officers and employees will comply with FERPA at all times. the CDE will have access to those records. Records will, at a minimum, include emergency contact information, health and immunization data, attendance summaries, and academic performance data from the statewide student assessments required pursuant to EC sections 60605 and 60851.	need
Criminal Records Summaries: \The School will post on the Internet a certification that all employees, and volunteers/vendors (as applicable) have clear criminal records summaries prior to their having any unsupervised contact with students. The School will maintain on file and available for inspection during site visits, evidence that the School has performed criminal background checks for all employees and documentation that vendors have conducted required criminal background checks for their employees prior to any unsupervised contact with students.	need
1.4 Administration	
Descriptions of outreach and recruitment activities that have been conducted to reach target population.	need
Procedures for application, the public random drawing, enrollment, and admission.	need
Evidence of public random drawing preferences consistent with the charter and SBE conditions of operation.	need
A copy of any application and enrollment forms and information provided to prospective families.	need
In addition, the School will institute risk management policies and practices to address reasonably foreseeable occurrences and post on the Internet a certification that such policies and practices have been instituted.	need
Employee Handbook: that, at a minimum, includes detailed expectations for employee performance and behavior, due process rights of employees related to disciplinary actions (including termination), compensation and benefit information, and a description of both informal and formal complaint procedures that employees may pursue in the event of disagreements. If the School wishes to limit public access to the handbook for any reason, it may provide the CDE with a hardcopy of the document in lieu of posting it on the Internet.	click here
Employee Contracts: the template employee contract that, at a minimum, states that the School is the exclusive employer of employees and has sole responsibility for employment, management, dismissal, and discipline of its employees. If the School wishes to limit public access to the employee contract template for any reason, it may provide the CDE with a hardcopy of the document in lieu of posting it on the Internet.	hardcopy on file with CDE
Teacher Credentials and Highly Qualified Teacher Requirements: a certification that all teachers hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which teachers in other public schools are required to hold, except as otherwise exempted by the Charter Schools Act. The certification will also cover the School's compliance with the federal No Child Left Behind (NCLB) highly qualified teacher requirements. The School will have documentation on file (for inspection upon request) evidence of its teachers' credentials and evidence that the teachers of any NCLB core subject meet the highly qualified teacher requirements.	click here
School Accountability Report Card (SARC): On or before April 30 of each year, the School will post its SARC for the prior year either on the CDE SARC web site or the School's own web site.	click here

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2. Educational Performance	
2.1 Education program	
Scope and sequence for all subjects to be offered by the School.	need
The complete educational program for students to be served in the first year including, but not limited to: (1) a description of the curriculum and identification of the basic instructional materials to be used, (2) plans for professional development of instructional personnel to deliver the curriculum and use the instructional materials, (3) identification of specific assessments that will be used in addition to the results of the Standardized Testing and Reporting (STAR) program in evaluation of student progress.	need
Annual calendar for the School year that includes the number of instructional days (must provide a minimum of 175 days), annual instructional minutes offered, and the number of professional development days.	click here
Daily bell schedule for site-based programs.	click here
For nonclassroom-based programs, if any, sample student contracts, description of frequency of contact with teachers, pupil/teacher ratios, and description of how student work will be evaluated for time value.	need
2.3 Annual Update	
Progress report on student achievement	need
2.4 Special Education	
the Special Education Local Plan Area (SELPA) in which it is participating or of which it is a member, including any documentation pertaining to that participation or membership, such as an MOU.	need
4.6 Closure Procedures	
Procedures to be used in event of school closure	need
Identification of point of contact for closure activities	need